

Tri-City Citizens Union for Progress
675-81 South 19th Street
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Fiscal Policies

BUDGET

The Board of Directors shall annually approve a budget for the operations of this corporation. Said budget shall be developed by the Finance Committee of the Board working with the Executive Director and the Director of Finance.

The Finance Committee shall submit its budget recommendations to the Board within 60 days of the end of the calendar year.

GRANT AGREEMENT

Any agreement which obligates this corporation to specific services, procedures or actions in order to receive funds must be approved by majority vote of the Board of Directors.

CONTRACT PAYMENT REQUESTS

The Chairperson of the Board of Trustees, the Executive Director or the Director of Finance are authorized to sign requests for payment under the conditions set forth in any approved contract.

AWARD OF CONTRACTS

The Board of Directors recognizes the necessity for bidding prior to the award of contracts and agreements based upon the provisions of N.J.S.A. Title 40A, Chapter 11. Therefore, every contract

or agreement of the Board for the performance of any work or the furnishing or hiring of any materials or supplies for a sum exceeding in the aggregate \$2,500.00 shall be made or awarded only after public advertising for bids except for the following:

- A. Recognized professional services licensed and regulated by law.
- B. Printing of legal briefs, records and appendices to be used in any legal proceedings in which the corporation may be a party.
- C. Purchase of perishable foods as a subsistence supply.
- D. Purchase of motor vehicles intended to be used on public roads.
- E. Hiring of supplementary labor, or equipment, for the removal of snow or ice from roads and sidewalks required to be maintained by the corporation during an emergency caused by storm, when the need for the hiring of such labor or equipment was not reasonably foreseeable.
- F. Any contract to be made or entered into with the United States of America, the State of New Jersey, any county or municipality or any board, body, officer, agency or authority thereof.
- G. An emergency requiring the immediate delivery of articles or the performances of services, provided

said agreement is authorized by a two-thirds majority of the whole number of voting members of the Board.

If no bids are received in response to an advertisement and the work cannot be done or the material supplied by a governmental body, a contract of up to one year's time may be awarded by a two-thirds majority of the whole number of voting members of the Board. If bids have twice been solicited and on each occasion rejected because the Board has determined they are not reasonable based on prior estimates and if the state or county cannot provide equivalent materials or supplies at a lower price, the Board may contract for such work, materials, supplies or services at a price lower than the lowest rejected bid price upon the affirmative vote of two-thirds of the whole number of voting members of the Board and upon proper notification to each responsible bidder.

The Board Secretary is authorized to receive and open bids, in accordance with law, at the place, date and time which shall be determined by the Secretary.

PURCHASING WITHIN BUDGET

It shall be the policy of this Board of Directors that when an amount is appropriated and available for a planned purchase the following procedure be followed:

- A. Before issuing any purchase order, the Director of Finance shall receive an order which has been approved by the Executive Director.

- B. The Director of Finance shall insure that the proper account is encumbered to guard against the creation of liabilities in excess of appropriations.
- C. All purchase orders will be completed in triplicate.
- D. The original and acknowledgment copy shall be sent to the vendor.
- E. The second copy shall be retained by the Director of Finance.

Only by this procedure and upon full receipt of goods or the successful completion of services may the Board be bound to any expenditures.

PURCHASES BEYOND BUDGET

When funds are not available for a proposed appropriation within a major account category, a transfer from one account to another may be made by the Board of Trustees if it is apparent that the necessary surplus funds do exist in another major account, and the proposed expenditure would not cause the budget for that account to be exceeded by more than 10 per cent.

Under normal circumstances, the following procedure will be employed for purchases not previously budgeted or budgeted items that would cause an amount appropriated within a line account to be exceeded if purchased:

- A. If the total amount of any such purchases against

any single line amount is less than 5 per cent of the amount budgeted, the Executive Director may place the order following regular procedures provided a sufficient surplus then exists within that major account.

- B. Amounts of 5 per cent or more of the line amount budgeted require Board of Trustee approval before a purchase order can be placed.

Under emergency circumstances (the time required for the Board to act would endanger the health or welfare of students or staff, or would expose corporate property to possible damage) the Executive Director and Board President may authorize a purchase up to \$500.00.

LOCAL PURCHASING

While it is the intention of the Board of Directors to purchase materials and supplies of quality at the lowest possible cost, if all other considerations are equal the Director is directed to purchase materials and supplies within the city from established local merchants.

VENDOR RELATIONS

No member of the Board of Directors or employee of the corporation may accept gifts or remuneration from any person, group or entity doing or desiring to do business with the corporation; and all business related gratuities are specifically prohibited except nominal value advertising items.

EXPENDITURES

All expenditures of the corporation shall be made by check except for petty cash items as otherwise provided in these policies. Each check shall be signed by the Treasurer of the Board and/or the Chairman of the Board and/or the Secretary of the Board and/or the Executive Director.

Two checking accounts shall be maintained-- for general disbursements and for payroll. Each authorized check signer shall be bonded in the amount of \$10,000.00.

Such other checking accounts shall be maintained as may be necessary to isolate specific contract funds and transactions for reporting and auditing purposes.

PAYROLL

Payroll checks shall be issued bi-weekly to employees whose position and salary have been previously approved by the Board of Trustees. The pay year for twelve month employees will run from January through December.

The Director of Finance is authorized to make the following deductions from employee pay checks:

- A. Federal income tax.
- B. F.I.C.A. (Social Security)
- C. New Jersey State income tax.
- D. State unemployment.
- E. Garnishee only upon receipt by the Executive Director of a valid Court Order.

F. Voluntary deductions authorized by the employee.

The Director of Finance shall be responsible for depositing tax and social security monies bi-weekly in the same bank upon which payroll checks are drawn.

The Director of Finance shall be responsible for keeping accurate records of employee activities with respect to Vacation Time and Personal Days as set forth in the Personnel Policies of this Corporation.

PETTY CASH

The Board of Directors authorizes the establishment of one petty cash account of the imprest type to be administered as follows:

Director of Finance Office \$50.00

Receipts or records are to be kept for each expenditure and made available for Board review upon request when corporate funds are required to replenish a petty cash fund. Single purchase from any one petty cash fund shall not exceed \$5.00 except for purchase of stamps. Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedure.

All petty cash funds are subject to audit and must be closed out at the end of each year. All cash is to be secured daily by the responsible parties.

ACCOUNTING

It shall be the purpose of the bookkeeping and accounting system

of this corporation to provide a sound plan for safeguarding the expenditure of public funds, effecting proper budgetary control, and furnishing adequate financial information to the Executive Director, the Board, the corporate members and the grantors of funds.

The books of account and the classification of expenditures shall be in accordance with the regulations of the granting agencies and the recommendations of the Corporate Auditor.

REPORTS

It is the policy of the Board of Directors that the Director of Finance furnish the Treasurer, each Board member and the Executive Director, at each regularly scheduled monthly meeting a summary statement of revenues received to date; major line item expenditures in the form:

Category Name
Amount Budgeted (\$)
Current Month Expenditures
Expended this Year (\$)
Budget Balance (\$)

and, a listing of the checks issued by number, vendor, and amount since the prior regular meeting upon request.

AUDIT

The Board of Directors recognizes its legal obligation for a full annual audit of all funds under its auspices.

It is the policy of this Board that the audit findings and recommendations be discussed by the Corporation Auditor with the Board

and its administrative staff. The Board shall take prompt action to implement the recommendations of the Auditor.